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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

March 6, 1942

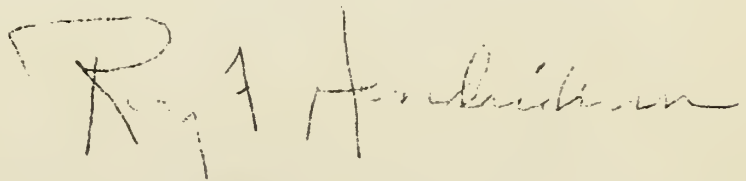
ADMINISTRATOR'S MEMORANDUM NO. 1

Introducing Agricultural Marketing Administrator's
Memoranda Series

There is hereby established the Administrator's Memoranda series for the Agricultural Marketing Administration. This series will contain communications to the staff of the AMA from time to time involving statements of policy, procedure, organizational structure, personnel assignments, and related matters. Each Branch, Division and Section, both field and Washington, of the AMA should have a complete file of this memoranda series on hand. The series will be numbered. Where supplemental information or instructions are issued dealing with the same subject matter as was contained in a previous memorandum, it will be issued as a supplement to that memorandum and numbered accordingly: viz if inspection policy was covered in Administrator's Memorandum No. 10, for instance, additional policy statements on this same subject will be covered as Administrator's Memorandum No. 10, Supplement a, b, or c, as the case may be.

In addition to this series, one other series of internal communication will be in force for the AMA as a whole and should be on file in each branch, Division and Section. It will be known as the Operational Instructions series.

In addition, Branches, Divisions and Sections are authorized to have not more than one series for internal communication purposes, which series will not duplicate the Administrator's Memoranda or the Operational Instructions series but will cover matter not appropriately covered in those two. In order to keep these series current, compact and readily usable by both new and experienced employees, an annual revision to be effective as of May 1 of each year shall be provided.


Administrator

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

November 17, 1942

ADMINISTRATOR'S MEMORANDUM NO. 1

Revision 1

AMA Internal Communications

Administrator's Memorandum No. 1 established an Administrator's memorandum series and an operational instruction series, and authorized each branch and division to maintain its own series for internal communication purposes. The following revision of this memorandum shall supersede Administrator's Memorandum No. 1:

In reviewing Administrator's memoranda and operational instructions issued since the establishment of AMA, it was found that a single series of communications from the Administrator's Office is adequate. Effective November 20, therefore, the operational instruction series is abolished. Operational instructions which have already been issued are renumbered in the appropriate division series, as indicated on the attached list, except No. 15 which becomes Administrator's Memorandum No. 34.

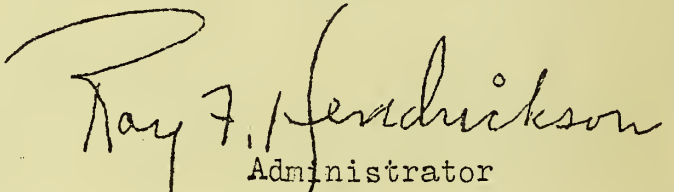
Those Administrator's memoranda dealing with management functions shall continue to be signed by the Assistant Administrator. In addition, designations of personnel appointments and other communications of an announcement nature formerly issued as Administrator's memoranda shall be issued as unnumbered memoranda from the Administrator to the appropriate offices.

From a review of communications in the branches during the last few months, there seems to be no uniform system of internal communications among the several branches. Accordingly, effective November 20, there is hereby established a numbered memorandum series in each branch and division. As a means of developing these branch and division series uniformly, all communications from the branches and divisions intended for duplication and distribution to their respective field staffs shall be cleared for a period of three months with the Organization Division prior to duplication. These communications shall not be reviewed by the Organization Division for technical content but for uniform numbering, dating, and titling, as well as to eliminate possible conflict with previous memoranda from other sources.

Effective November 20, each regional office shall establish a numbered regional administrator's memorandum series to communicate general regional policies and organization to AMA field personnel. Information in memoranda series of Washington branches and divisions whose activities have been regionalized shall be transmitted by the appropriate division of the

regional office to the appropriate field offices through separate regional division memoranda series. The information in these Washington memoranda may be communicated unchanged in the regional divisional series, modified in the regional series to meet conditions peculiar to the region, or used only in the regional office at the discretion of the appropriate regional officials. Memoranda of Washington branches and divisions whose field personnel are not at present administratively responsible to the regional administrator shall, wherever feasible, be sent to the appropriate regional offices for distribution to the field. These branches and divisions shall inform the Administrative Services Division in Washington as to the number of copies of their communications to be furnished the appropriate regional offices for distribution to the field offices of the branch or division.

The regional offices shall be responsible for distributing Administrator's memoranda in their original form to all field offices within their respective regions.


Administrator

Attachment

November 17, 1942

Attachment to Administrator's Memorandum No. 1, Revision 1. -----

As established in Administrator's Memorandum No. 1, Revision 1, a single series of communications from the Administrator's office becomes effective November 20. All operational instructions have been abolished, and with one exception, have been incorporated in the numbered series of the branch or division from which they emanated. The staff divisions' numbered memorandum series are primarily for the use of technical workers of the respective staff divisions both in Washington and in the regions, and of administrative officers of the branches. These memoranda in the future, therefore, will generally be distributed only to these individuals.

* Operational Instruction No. 15 dealing with instructions regarding the signing of correspondence, memoranda, and documents shall become Administrator's Memorandum No. 34. The other operational instructions going into the branch or division series shall be numbered as follows:

Old Operational
Instruction Series

New Series

No. 1	Administrative Services Division No. 1
No. 2	Administrative Services Division No. 2
No. 3	Personnel Division No. 1
No. 3, Supplement A	Personnel Division No. 1, Supplement 1
No. 4	Personnel Division No. 2
No. 4, Supplement A	Personnel Division No. 2, Supplement 1
No. 4, Supplement B	Personnel Division No. 2, Supplement 2
No. 5	Personnel Division No. 3
No. 6	Personnel Division No. 4
No. 7	Personnel Division No. 6
No. 7, Revision 1	Personnel Division No. 6, Revision 1
No. 8	Personnel Division No. 7
No. 8, Supplement A	Personnel Division No. 7, Supplement 1
No. 8, Supplement B	Personnel Division No. 7, Supplement 2
No. 8, Supplement C	Personnel Division No. 7, Supplement 3
No. 8, Supplement D	Personnel Division No. 7, Supplement 4
No. 9	Personnel Division No. 8
No. 9, Supplement A	Personnel Division No. 8, Supplement 1
No. 9, Supplement B	Personnel Division No. 8, Supplement 2
No. 10	Administrative Services Division No. 3
No. 11	Marketing Reports Division No. 1
No. 12	Administrative Services Division No. 5
No. 13	Administrative Services Division No. 4
No. 14	Marketing Reports Division No. 2
* No. 15	Administrator's Memorandum No. 34
No. 15, Supplement A	Administrator's Memorandum No. 34, Supplement A
No. 15, Supplement B	Administrator's Memorandum No. 34, Supplement B
No. 16	Personnel Division No. 13
No. 17	Personnel Division No. 12
No. 18	Fiscal Branch No. 1
No. 18, Supplement A	Fiscal Branch No. 1, Supplement 1
No. 18, Supplement B	Fiscal Branch No. 1, Supplement 2
No. 18, Supplement B, Amend. 1	Fiscal Branch No. 1, Supplement 2, Amend. 1
No. 18, Supplement C	Fiscal Branch No. 1, Supplement 3

No. 18, Supplement C, Amend. 1	Fiscal Branch No. 1, Supplement 3 Amend. 1
No. 18, Supplement D	Fiscal Branch No. 1, Supplement 4
No. 18, Supplement D, Rev. 1	Fiscal Branch No. 1, Supplement 4, Rev. 1
No. 18, Supplement E	Fiscal Branch No. 1, Supplement 5
No. 19	Administrative Services Division No. 6
No. 20	Personnel Division No. 5
No. 20, Supplement A	Personnel Division No. 5, Supplement 1
No. 20, Supplement B	Personnel Division No. 5, Supplement 2
No. 21	Fiscal Branch No. 2